
EMPLOYMENT OPPORTUNITY

Secretary

Operations/Human Resources Division
(At-Will With Benefits/Full-Time Position)

Salary Range

\$15.34 – 19.59 Hourly
\$2,663 – 3,398 Monthly
\$31,995 – 40,281 Annually

THE BENEFITS: The Community Action Partnership of San Bernardino County (CAPSBC) a private, non-profit public benefit corporation, offers a range of benefit programs for employees and their eligible dependents. This includes medical and dental plans which are 100% employer paid for employees; group life insurance coverage which is employer paid and provides an insurance benefit of two (2) times the annual salary up to \$200,000 plus AD&D coverage; voluntary supplemental life insurance coverage for interested employees; vision coverage is included in the medical plan and provides annual eye exams and the eye glass frame and standard contact lens benefits every two (2) years subject to required employee co-pays; vacation is earned at a rate of 20 days per year (6.15 hours per pay period) for full-time employees and is available for use upon completion of a six month evaluative period; fourteen (14) paid holidays; sick leave is earned at a rate of 3.69 hours per pay period for full-time employees; 403(b) retirement program which CAPSBC contributes 6% of employees gross salary and employees may contribute up to the specified Internal Revenue Service requirements; Social Security is paid by CAPSBC for employees, as well as Medicare.

STANDARD WORK SCHEDULE AND HOURS: Position is assigned to the standard 8:00AM-5:00PM, Monday to Friday work schedule and is classified non-exempt for overtime purposes consistent with the Fair Labor Standards Act.

THE POSITION: Community Action Partnership of San Bernardino County (CAPSBC) is currently seeking a highly qualified person to perform a variety of high level Secretarial and Administrative duties for the Operations/Human Resources Division. Work performed requires a high degree of confidentiality and a substantial level of judgment must be exercised in contacts with a wide cross section of community groups, employees, and other individuals. The incumbent will have involvement with and exposure to controversial issues and personnel matters involving employer/employee relations in the normal course of work, where breach of confidentiality is likely to be of major consequence and/or have diversified implications. In addition, the incumbent must have very strong computer and internet skills, work overtime as directed and exercise considerable discretion and independence.

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EXAMPLES OF DUTIES: Under direct supervision of the Deputy Director, the incumbent shall perform such duties as, but not limited to, the following:

1. Prepares meeting materials and agenda; may represent the supervisor at meetings. Keeps supervisor's calendar; schedules appointments, meetings and conferences; makes travel arrangements.
2. Attends formal meetings; takes and prepares minutes which entails the ability to prepare a verbatim transcription and to independently compose a summary.
3. Reviews division forms and procedures; makes recommendations regarding ways to more efficiently process documents.
4. Answers correspondence on own initiative in accordance with general policies and practices.
5. Prepares or assists with various projects including researching, compiling, arranging and computing data, and composing reports; ensures proper and timely computation.
6. Relieves the Deputy Director of varied office and administrative details.
7. Screens office and telephone calls, which may require answering a variety of subject matter inquiries with tact, good judgment and with considerable knowledge of departmental program, activities and policies.
8. Prepares reports and correspondence from rough drafts, shorthand notes and recorded dictation.
9. Conducts new employee hiring orientation.
10. Prepares a variety of confidential personnel correspondence to include disciplinary actions, personnel and payroll actions, quarterly Equal Employment Opportunity reports, process employee enrollment/termination into/from agency medical, dental, life insurance and retirement plans; process workers' compensation claims and work closely with workers' compensation carrier.
11. Maintains administrative files and records.

MINIMUM QUALIFICATIONS: **Education / Experience:** Applicants must have education equivalent to graduation from high school, able to read, write and speak English at a level appropriate to the position. Must have **two (2) years** of responsible secretarial experience performing duties for an Executive, Division or Department Manager where duties included experience in calendaring, scheduling meetings, composing correspondence, maintaining files and records, preparing agendas and taking and transcribing minutes. **Knowledge / Abilities:** **Good knowledge of:** Correct English usage, grammar, spelling, vocabulary, and punctuation; office practices and procedures, including filing systems; business correspondence, reception and report writing. **Ability to:** Learn, interpret and apply departmental policies, laws, and rules with particular reference to the activities of the Community Action Partnership of San Bernardino County; understand and follow general directions, both oral and written; carry out duties independently; maintain strict confidentiality; take responsibility and use good judgment in recognizing scope of authority; perform mathematical computations of average difficulty; work overtime and travel as required; operate CAPSBC vehicles to conduct official business. **Skills:** Proficiently operate standard office equipment, including various computer hardware and software applications to include Microsoft Word, Excel, Windows, PowerPoint, Outlook, Exchange and Email; type 55 words per minute.

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DESIRABLE QUALIFICATION: Bilingual English / Spanish speaking ability is desired.

LICENSE: Must possess a valid California Driver License, be insurable, have a good driving record and maintain dependable personal transportation throughout the course of employment. The selected candidate shall be reimbursed at 44.5¢ per mile for use of his / her personal vehicle for business purposes (excluding driving from home and to work). *Applicants must attach a copy of their Department of Motor Vehicles (DMV) Driving Report (dated within previous 90 calendar days) and proof of State mandated personal automobile insurance to their completed application.*

EXAMINATION: The examination will consist of a competitive evaluation of qualifications based upon a review of the application and attachments. Those applicants passing the competitive evaluation of qualifications will be scheduled for an oral interview. Applicants may be required to perform a writing exercise and mathematical computations and should bring their glasses, if applicable.

SELECTION PROCESS: Following an administrative review of each application, only the most qualified applicants will be invited to an oral interview. After the hiring interviews have been completed, a background check (including verification of criminal records, education, employment and social security) will be conducted on the candidate(s) being considered for employment. Once the background check(s) have been completed and reviewed, a conditional offer of employment will be made to the recommended applicant for hire. The conditional offer is contingent on the applicant passing a pre-employment physical examination only to include urine drug testing and TB screening. The recommended applicant shall submit original documentation to establish both work authorization and identity (per the Immigration Reform and Control Act of 1986). An offer of conditional employment will be withdrawn upon failure to pass the physical examination. As a condition of employment, the recommended applicant must be able to participate in the agency's payroll direct deposit program or the offer of conditional employment will be withdrawn. In order to participate in the program, the recommended applicant must currently have / or be able to obtain (prior to hire date) a checking or savings account.

APPLICATION: Submit a completed CAPSBC application form to the Human Resources Division, attention Charles Adams, Jr., 696 South Tippecanoe Avenue, San Bernardino, CA 92415. If you change your address or phone number after filing an application, please notify the Human Resources Division immediately. Resumes will **not** be accepted as a substitute for completion of the work history portion of the application. The information you provide will be used to verify and evaluate your qualifications. Failure to complete the application and / or provide information on it that clearly demonstrates possession of the position requirements will result in elimination from the examination process.

CAPSBC is an EQUAL OPPORTUNITY / ADA COMPLIANT EMPLOYER. For further information regarding this position, contact the Human Resources Division at (909) 723-1530.

CLOSING DATE: Continuous – until a sufficient pool of qualified applicants are identified or until the position is filled, then the recruitment will be closed.

PUBLICATION DATE: 4/18/08

CAJ:emd
4/18/08

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Community Action Partnership of San Bernardino County (CAPSBC)

Employment Information

Employment Procedures

CAPSBC job opening announcements are displayed in program/division offices and sent to various employment and community organizations. Advertisements are also placed in the San Bernardino Sun newspaper and the CAPSBC's website. **Applications are accepted only for open employment positions.** Persons desiring to compete for an open position must file an application. It is to the advantage of the applicant to ensure that each question on the application is completed fully. Resumes may be attached; however, **all education, experience, and background related to the position applied for must be written on the application** rather than simply stating "see resume."

Each application undergoes a comprehensive evaluation of education, experience, and related background. CAPSBC reserves the right to rate applicants based on a review of the application materials and to invite the most qualified applicants to participate in successive parts of the selection process. CAPSBC conducts interviews with the finalists, and the appointing authority makes the final selection. The provisions of this bulletin do not constitute an expressed or implied contract. Any provision contained in this bulletin may be modified or revoked without notice. "At-Will" employment can be terminated at any time with or without cause by the agency or employee.

For current employment openings and information, call the CAPSBC Human Resources Division at (909) 723-1530, 8:00-5:00 p.m., Monday to Friday excluding holidays, or go to: www.sbcounty.gov/capsbc

Pay

A salary range, designed to keep CAPSBC competitive, exists for each position. Appointments are made within the hiring range (with most employees starting at the beginning of the range) and include a six-month evaluative period.

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